



# WEST THURSTON REGIONAL FIRE AUTHORITY

10828 Littlerock RD SW, Olympia WA 98512 (360) 352-1614 • Fax: (360) 352-1696

**Date:** 06/07/2024

## \*Request for Quote\*

### Overview:

The purpose of this Request for Quote (RFQ) is to invite qualified public work vendors to submit a response and statement of qualifications for a contractor who can provide a new HVAC indoor/outdoor unit. Our current unit, a Fujitsu, serves one indoor unit. At this time due to the age of the unit and the inverter board and converter in need of being replaced, WTRFA would like to replace the current unit with a new unit.

Please submit an electronic copy of your response to the RFQ to the primary contact below no later than 4:00 pm on June 28, 2024:

### Contact Information:

**Primary Contact:**  
Administrative Assistant  
Linda Patraca  
Phone: 360-273-5582  
Fax: 360-273-7684  
[linda.patraca@wtrfa.org](mailto:linda.patraca@wtrfa.org)

**Alternate Contact:**  
Administrative Services Director  
Shannon Hemminger  
Phone: 360-352-1614  
Fax: 360-352-1696  
[Shannon.hemminger@wtrfa.org](mailto:Shannon.hemminger@wtrfa.org)

**Billing:**  
Administrative Headquarters  
10828 Littlerock Rd SW,  
Olympia, WA 98512  
Phone: 360-352-1614  
[payables@wtrfa.org](mailto:payables@wtrfa.org)

### Timeline:

RFQ Released	06/07/2024
RFQ Onsite Visit & Walk Through ( <i>If applicable</i> )	Upon Request
RFQ Due	06/28/2024
Finalist Notification	As reviewed by the WTRFA Governing Board

### Project Synopsis:

**Location:** 1-3 Rochester Fire Station

**Address:** 18346 Albany Street SW, Rochester WA 98579

**Phone:** 360-352-1614

### Project Specifics:

1. Reclaim and recycle all old freon
2. Disconnect and remove old system
3. Supply and install new ductless split system heat pump
4. Supply and install all new communication wiring
5. Charge unit with freon
6. Start and test



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### RFQ Requirements and Parameters

- Bid quotes must be fully encompassing of the entire scope of the work:
  - A timeline of anticipated completion of the project shall be provided by the bidder.
- Prices shall include all fees associated with your proposed solution(s). All prices offered in the proposal shall be firm and will not increase for 30 days from the effective date of the proposed contract or quote.
- All work to be completed during normal business hours unless otherwise agreed upon between vendor and customer. When applicable, all work to be completed by 5pm is the expectation.
- Work will be done so as not to disrupt normal business operations for the agency.
- West Thurston Regional Fire Authority reserves the right to accept or reject any price adjustments within 30 days of request.
- Any price revisions shall be based on industry price changes and supported by documentation and adequate detail. Price revisions shall not be implemented without prior consent from the Administrative Services Director.
- Include all fees associated with your proposed solution(s) including but not limited to service fees, product, permits (if applicable), etc.
- All vendors are required to pay prevailing wages.
- Any and all warranties work product and workmanship shall be identified in the RFQ
- Successful bidders will be properly licensed, bonded and insured and operate in the State of Washington.